

HOW TO FILE YOUR OGE 450 FORM ELECTRONICALLY

NASA has a secure web-based financial disclosure system that allows employees to file their financial disclosure forms electronically on the web. The name of the system is the Ethics Program Tracking System (EPTS).

WHERE TO LOG IN ON THE WEB TO FILE YOUR FORM:

- Log into EPTS through Launchpad at <https://eptsfiler.nssc.nasa.gov>.

WHAT YOU NEED TO LOG IN:

- Launchpad User ID (AKA Agency User ID)
- Launchpad Password

HOW TO OBTAIN YOUR LAUNCHPAD USER ID:

- Go to the EPTS Filer website at <https://eptsfiler.nssc.nasa.gov>
- Click on the "I Don't Know My Launchpad User ID" or "Forgot Agency User ID" link under the log in box.
- Enter your First Name, Last Name, and Date of Birth.
- Click on "Next" and you should receive your Launchpad (Agency) User ID.

HOW TO OBTAIN YOUR LAUNCHPAD PASSWORD:

- Contact the NASA SHARED SERVICES CENTER (NSSC) Customer Service Desk at 1-877-677-2123.
- Identify yourself as a Special Government Employee who needs to file a financial disclosure (OGE 450) form electronically.
- The NSSC will send out two emails to the email address on record in EPTS for you:
 - The first email will contain your password, but it will be encrypted for security reasons.
 - The second email will give you information on how to unencrypt the password in the first email.

HOW TO LOG IN:

- We recommend that you call the NSSC Customer Service Desk for technical assistance right before you log into EPTS to file your form. The number is 1-877-677-2123. The NSSC can assist you with the log in.
- On the web, go to <https://eptsfiler.nssc.nasa.gov>
- Put in your Launchpad User ID and Password.

TIPS ON HOW TO COMPLETE THE FORM:

- Read the following tips about completing your OGE 450 form:
https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/SGE_OGE_450_Tip_Sheet_Used_FY2012.pdf?rhid=1000&did=1410875&type=released. (A copy of this handout can also be accessed on the NASA OGC website:
http://www.nasa.gov/offices/ogc/general_law/ethics_resources_page.html under Ethics resources.)
- If you have a question about how to properly report your financial holdings on the form, please contact a member of the Ethics Team in the NASA Office of General Counsel at ethicsteam@hq.nasa.gov or 202-358-2465.

ELECTRONIC SIGNATURE:

- You will also sign the form electronically with your Launchpad User ID and Password

IF YOU HAVE DIFFICULTY FILING ELECTRONICALLY, YOU HAVE THE OPTION TO FILE IN PAPER INSTEAD AND MAIL IN YOUR FORM TO THE NASA SHARED SERVICES CENTER. For more information on how to file a paper form instead:

- Access "How to Complete a Paper Financial Disclosure Form " at
https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/SGE_Instructions_How_to_Complete_Paper_Financial_Disclosure_Form.pdf?rhid=1000&did=1411150&type=released. (A copy of the handout and OGE 450 form are also available on the OGC website:
http://www.nasa.gov/offices/ogc/general_law/ethics_resources_page.html under Ethics Resources.)
- Contact the NASA Shared Services Center (NSSC) Customer Service Desk at 1-877-677-2123.